**First-Year Seminar Proposal Form**

Please email your proposal to firstyearseminarprogram@fas.harvard.edu by the deadline specified in the “For Faculty” section of our website. You may expect to receive feedback on your proposal within one week of its review.

1. Instructor Information

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| Instructor Name: |   |

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| --- | --- |
| Harvard University ID:  |   |

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| Appointment Title: |  |

***If your appointment is pending, please provide details on your expected date of appointment and your current status at Harvard. Please attach a current C.V. if you are an FAS Lecturer, Non-FAS Faculty, or Visiting Faculty. Please limit to 5 pages if possible.***

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| Harvard Department/School: |  |

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| Email: |  |

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| Telephone: |   |

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| Seminar Title:  |  |

Please indicate field of seminar: Humanities Social Sciences Natural Sciences

I plan to teach in Fall 2024 Spring 2025 No Preference

Please provide the name and title of the person who is coordinating this proposal for your department, (i.e. Department Chair or Director of Undergraduate Studies)?

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| Date of Application: |  |

1. Proposed Seminar Description

Please provide a description of your First-Year Seminar (**limit 250 words**).

Seminar descriptions are published in the First-Year Seminar Program online catalog on our website, and the Registrar’s *Courses of Instruction*. Please keep in mind that they serve as the predominant source of information about your seminar for the incoming class. Thus, please target your description at first-year students specifying the seminar’s interactive and encouraging learning environment.

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Please provide any additional comments, explanations, or notes about your seminar you’d like the Committee to review.

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1. Guidance: [Syllabus Design](https://teaching.fas.harvard.edu/design-course/)—[AI-GPT Usage](https://oue.fas.harvard.edu/ai-guidance)—[Academic Integrity](https://honor.fas.harvard.edu/academic-integrity)

**Please attach a syllabus** of your seminar outlining the seminar’s interactive structure; assigned weekly readings (~80 pages a week, illustrating a range of views); assignments (shorter assignments spread over the semester with a culminating one, all adding up to 18-20 double-spaced pages); policies (including syllabus design, AI-GPT usage guidelines, academic integrity and the encouragement of intellectual risks); guest speaker/s; field trips/peer learning/group work/other instructional activities and their contribution to the seminar’s goals. Please elucidate the seminar’s learning goals and your plans to guide active learning. **A final copy of the syllabus is due when our application period begins**.

1. Seminar Budget and Instructional Support

**Seminar-Related Expenses**

Each seminar is granted a budget of **$500\*** for seminar-related expenses such as classroom supplies, food and nonalcoholic beverages, guest speakers, or field trips that enhance the classroom experience. We do not require a budget for these typical expenses within the $500 limit.

**\*If you would like to request funding above the $500 provided, please attach a budget that includes a line-by-line description and estimate of expenses. Please use a separate document for this, if necessary, and send it along with the form.\***

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**Funding for Arts-Related Activities**

If your seminar includes an art-making component, we encourage you to apply for funding from the Elson Family Arts Initiative through the Division of Arts & Humanities. Application details and deadlines are listed on the “PROPOSE A SEMINAR” section of our website**.**

**About Field Trips**

* Please contact our office for assistance with field trip logistics, including transportation and vendor payments.
* For trips outside of the Boston metro-area, please submit signed Domestic Field Trip Waivers for each participant to our office prior to the trip.
* We encourage you to make use of local resources to stretch your seminar budget. Please consider using the MBTA for local trips or inviting Harvard colleagues to participate as guest speakers.
* We recommend that you note any out of class meetings in the syllabus as one of the requirements of the seminar and that you schedule the field trip in consultation with the participants.

**About CA or TA/TF Support**

Given the educational goals of our Program, First-Year Seminar pedagogy is the responsibility of the faculty instructor.

Seminars with significant hours of science lab or studio art may request instructional assistance.

Please indicate with a check the work required:

 Seminar instructional support Pre-term seminar development

Please provide a brief explanation (100-200 words) of your need for instructional support, including a description of the weekly duties of your assistant with estimated hours per week.

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